



MISSISSIPPI FORESTRY COMMISSION

INDIVIDUAL PROCUREMENT CREDIT CARD LOG MAGIC G/L ACCOUNT CODES

MAGIC G/L Account	SAAS G/L Account Name (Prior to 07/01/2014)	Detail Description (SAAS G/L)	MAGIC G/L Account Long Name
61050000	Tuition	Cost of ITS courses, college courses, continuing education courses and other professional courses designed for in-depth study and professional development of the employee.	Tuition Expenses
61060000	Employee Training	Cost of conference, seminar and convention fees. This includes costs of seminars and professional development of the employee paid to another state agency.	Employee Training
61110000	Postage, Box Rent, and Other Post Office Charges	In most cases, charged by the postmaster.	Postal Services
61100000	Transportation of Goods for Resale (freight, express, drayage, etc.)	Charges for transportation or moving of office furniture, fixtures, and records for office relocations.	Transport of Goods
61100000	Fuel Surcharge/Goods Not Resale	Fuel surcharges on purchase of commodities	Transport of Goods
61300000	Advertising and Public Information	Costs of radio, television and advertising. Printing costs should be coded to 62110.	Advertising and Public Information
61310000	Exhibits and Displays	Exhibits and Displays	Promotional Expenses
61450000	Exhibits, Displays, and Conference Room Rentals	Cost of renting exhibits, displays and floor space for exhibits.	Conference Rooms, Exhibits and Display Rentals
61500000	Repairing and Servicing Grounds, Walks, Fences and Lots	Maintenance on grounds, walkways, fences, and lots.	Repair and Maintenance Services
61500000	Repairing and Servicing Buildings	Maintenance costs of buildings and equipment attached to buildings (elevators and air conditioning) to make buildings functional. Includes mowing and ground beautification.	Repair and Maintenance Services
61500000	Repairs to Motor Vehicles	Work done to repair or replace existing parts or vehicle problems. This includes, but is not limited to, the following: tire replacement, air conditioning (compressors, hoses), windshields, transmission, engine, body/paint, brake calipers, brake hoses, brake rotors, brake drums, steering components, and includes labor and parts. Tag or vehicle number must be on the repair invoice.	Repair and Maintenance Services



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61500000	Maintenance to Motor Vehicles	Performing proactive or regular maintenance in order to prevent parts or vehicle breakdowns and problems. This includes, but is not limited to, oil change, fluid/filter change, cooling system flush and fill, freon replacement, belts/hoses, wiper blades, headlights, tires rotated/balanced, tire alignment, batteries, brake pads/linings, spark plugs/wires, fuel injector cleaning, wheel bearings, and includes labor and parts. Tag or vehicle number must be on the invoice.	Repair and Maintenance Services
61500000	Repairing and Servicing Office Equipment and Furniture	Maintenance and repairing of office equipment including furniture	Repair and Maintenance Services
61500000	Repairing and Servicing Shop Equipment	Maintenance of shop equipment.	Repair and Maintenance Services
61500000	Repairing and Servicing Miscellaneous Items of Equipment	Maintenance of any equipment that does not fit into any of the other repair and servicing codes.	Repair and Maintenance Services
61710000	Membership Dues	Professional organizations and dues to organizations of states.	Membership Dues
61715000	Subscriptions - Trade and Technical Services Only	Subscriptions for trade and technical services. (magazines, newspapers, periodicals, etc. use code 62150)	Trade and Technical Subscriptions
61735000	Salvage, Demolition and Removal Service	Waste disposals, BFI, land fill charges and similar types of removing and destruction of waste.	Salvage, Demolition and Removal Service
61960000	Prior Year Expense - Contractual	Used when paying prior budget year payments in the current year.	Prior Year Expense - Contractual
62055000	Fuel Card - Preventive Maintenance	Fuel cards used for preventive maintenance supplies, such as oils, greases, filters, etc.	Fuel Card Repairs and Maintenance
62960000	Prior Year Expense - Commodities	Used for prior budget year payments in the current budget year.	Prior Year Expenses - Commodities
61300000	Signs and Billboard Type Public Information	Advertising on signs and billboards.	Advertising and Public Information
61420000	Rental of Other Equipment	Rental of equipment such as telephones, back hoes, lighting, photography, research, vehicles not in connection with travel, pagers (include minimum insurance) and other items of equipment used by the agency.	Equipment Rental
61490000	Other Rentals	Rental of items that cannot be included in the other rent codes such as oxygen cylinders, water coolers, wheel chairs, hospital beds, ETV program rentals, etc.	Other Rentals



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61690000	Other Fees and Services	Costs such as vital records, clipping services, piped music, typesetting if no printing, hospital license, etc.	Fees and Services
62015000	Aggregates - Sand, Gravel, Slag, Etc.	Includes sand, gravel, rock, slag, etc.	Building and Construction Materials and Supplies
62015000	Asphalt, Plant Mix, Joint Fillers, Etc.	Includes asphalt, plant mix, fillers, etc., used to repair or replace roads, parking lots and sidewalks.	Building and Construction Materials and Supplies
62015000	Cement, Plaster, Lime, Etc.	Includes cement, plaster and lime used generally for roads, parking lots and bridges.	Building and Construction Materials and Supplies
62015000	Lumber, Parts, Pilings, Etc.	Includes expenditures for land improvements. If the lumber is for buildings, see also code 62410.	Building and Construction Materials and Supplies
62015000	Steel and Other Metals	Includes expenditures for roads and land improvements. Building steel may be included in this code.	Building and Construction Materials and Supplies
62015000	Paints, Preservatives and Striping Materials	Paints, brushes, rollers and rolling pans whether for use in buildings, signs or roads.	Building and Construction Materials and Supplies
62015000	Signs and Sign Materials	Materials used for permanent metal or wood signs.	Building and Construction Materials and Supplies
62015000	Culverts	Metal and concrete culverts used for roads and land improvements.	Building and Construction Materials and Supplies
62015000	All Other Maintenance and Construction Materials and Supplies	Used when none of the other codes suffice. (see object series 62400)	Building and Construction Materials and Supplies
62100000	Printing, Binding and Padding	Includes letterheads, envelopes, calling cards, brochures, PVs or any items purchased which are printed, padded or bound with an agency name.	Printing Costs and Supplies
62100000	Duplication and Reproduction Supplies	Includes supplies for copy machines, offsets, or copies made at an office such as the Law Library. See code 62140 for paper.	Printing Costs and Supplies
62085000	Office Supplies and Materials	Office supplies and materials, including pens, pencils, staples, adding machine tapes and ribbons, staples, paper clips, calendars, disk cartridges, file folders, waste baskets, in-out trays, etc.	Office Supplies and Materials
62085000	Paper Supplies (use also 62110 if printing is involved)	Unprinted paper rolls and reams, used for copy machines, offsets, etc. If printed specifically for the agency, use code 62110.	Office Supplies and Materials
62010000	Maps, Manuals, Library Books and Films, Periodicals and Instructional Materials	Includes newspapers, dictionaries, library books and films, professional periodicals, and instructional materials. (Trade and technical references should be coded 61721.)	Books, Periodicals, Maps & Instructional Materials



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62400000	Office Equipment (not capital outlay)	Office equipment that costs less than \$1,000 per item.	Furniture and Equipment
62120000	Lubricating Oils, Greases, Etc.	Lubricating oils and greases used for vehicles and machinery such as grounds equipment.	Parts & Access - Vehicles, Buses, Planes, etc.
62130000	Tires and Tubes - Truck	Truck tires and tubes. Use code 61540 for alignment when new tires are purchased.	Tires and Tubes
62130000	Tires and Tubes - Tractor	Tractor tires and tubes.	Tires and Tubes
62130000	Tires and Tubes - Off-road	Off-road vehicle tires and tubes, including, airplane, lawnmower, four wheeler, and forklift tires Use this code only when one of the other codes does not suffice.	Tires and Tubes
62120000	Expendable Repair and Replacement Parts - Vehicle Repairs	Replacement parts for vehicle repair when work is done in-house.	Parts & Access - Vehicles, Buses, Planes, etc.
62120000	Batteries	Batteries used on vehicles, ATVs, etc.	Parts & Access - Vehicles, Buses, Planes, etc.
62120000	Expendable Maintenance and Maintenance Parts - Vehicle Maintenance	Parts or supplies related to in-house performance of proactive or regular maintenance of vehicles. Includes, but is not limited to, items associated with oil changes, fluid/filter changes, cooling system, flush fills, Freon replacement, belts/hoses, wiper blades, headlights, batteries, brake pads/linings, spark plugs/wires, fuel injector cleaning, wheel bearings, etc.	Parts & Access - Vehicles, Buses, Planes, etc.
62120000	Betterments or Accessories for Vehicles (under \$1,000)	Equipment, enhancements, or accessories installed on or in a vehicle, by persons other than the original vehicle manufacturer that increases the value of the vehicle. These can include, but not be limited to, the following: toolboxes, spray-in bed liners, aluminum wheels, roll bars, tow hooks, chains, etc. (For betterments or accessories \$1,000 and above, see code 63395).	Parts & Access - Vehicles, Buses, Planes, etc.
62072000	Shop Supplies	Shop supplies including cements, solvents, oxygen (unless a hospital) and nitric acid.	Shop Supplies
62115000	Other Equipment Repair Parts, Supplies and Accessories	Use this code only when one of the other codes does not suffice.	Parts & Access - Office, IT, and Other Equip
62015000	Building Supplies and Materials	Includes nails, shingles, paneling, plasterboard, bricks, tiles and lumber that are part of a building. (see code 62040)	Building and Construction Materials and Supplies
62015000	Hardware, Plumbing and Electrical Supplies	Includes keys, extension cords, pipes, joints, switches, light bulbs, etc.	Building and Construction Materials and Supplies



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62078000	Small Tools	Includes small tools used in the operation of shops such as wrenches, screwdrivers, hammers, saws, etc. Individual items must cost less than the capital outlay minimum.	Other Miscellaneous Supplies
62060000	Janitor Supplies and Cleaning Agents	Includes toilet paper, paper towels, soaps, ammonia, brooms, mops, garbage bags and other cleaning supplies.	Janitorial and Cleaning Supplies
62075000	Greenhouse and Nursery Supplies	Includes seed for crops, grass and landscape plants.	Lawn, Farm and Garden Supplies
62075000	Fertilizer	Includes fertilizer for farms, lawns and landscape plants.	Lawn, Farm and Garden Supplies
62075000	Poisons	Includes poisons and pesticides for farm, landscape, grass and buildings to kill weeds, insects, etc.	Lawn, Farm and Garden Supplies
62020000	Decals - Signs Other Than Road Construction	Includes stick-on labels for license plates, parking permits and vehicle identification.	Decals and Signs - Other Than Construction
62078000	Other Supplies and Materials	Used for commodity purchases when no other code is acceptable	Other Miscellaneous Supplies
67155000	Vehicle Inspection Stickers	Inspection stickers for state owned vehicles.	Vehicle Inspection Stickers